



GREATER BOSTON FEDERAL EXECUTIVE BOARD

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Memorandum to all Greater Boston Federal Agency Heads

From: s://Diane P. LeBlanc, Chair

Re: Greater Boston Federal Executive Board (GBFEB) Emergency Decision and Notification Committee Policy

Guidance regarding the Greater Boston Federal Executive Board's emergency dismissal / closure procedures pertaining to inclement weather and other emergencies is attached for your information. Please review carefully and inform your employees to avoid confusion during this winter season.

We remind you that the GBFEB makes a recommendation regarding the status of Federal operations. It is the responsibility of each agency head to decide whether or not to follow that recommendation *and* for communicating that decision to your employees. Although an Agency head may independently determine that it is in the best interest of his/her agency to open or close, it is encouraged for agencies to be as consistent as possible with our recommendation to avoid confusion.

Our guidance is consistent with that of the U.S. Office of Personnel Management (OPM.) OPM's policy allows for more general use of unscheduled leave during emergency weather conditions. OPM's policy can be found at www.opm.gov for your information.

Thank you in advance for your cooperation. We look forward to continuing to offer this service as a means of ensuring that our local Federal agencies receive the most up-to-date, accurate and consistent information to make informed decisions during emergency situations.

Att.

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